



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

To: State of Mississippi SAAS Agency Stimulus Coordinators
State of Mississippi SAAS Agency Accounting and Finance Directors

From: Flip Phillips, Deputy Executive Director
Cille Litchfield, Deputy Executive Director

Date: September 17, 2009

Subject: Stimulus Status and Quality Assurance Meeting
September 28, 2009 – 1:30 – 4:00 PM
Woolfolk Conference Room 145

The Office of the Governor and the Department of Finance and Administration (DFA) are holding a Stimulus status and quality assurance meeting with all State of Mississippi agencies that use the Statewide Automated Accounting System (SAAS). While the State of Mississippi has elected to use a decentralized reporting model for Section 1512 reporting, the Office of the Governor and DFA are responsible for ensuring that the entities receiving Stimulus funds that are within our purview and are taking appropriate steps to meeting the mandated reporting deadlines as well as providing information that is correctly presented and fully auditable.

During this meeting, the Office of the Governor and DFA will be sharing information recently received from our various resources. This information will include answers to frequently asked questions, a reviewer quality assurance checklist, a mapping of data elements that should be reconciled to SAAS data, and other information that has become available that will assist the State in a uniform presentation of 1512 reporting for the Stimulus funds within our purview.

This meeting will be held Monday, September 28 from 1:30-4:00 PM in the Woolfolk Building, Room 145.

Your agency is required to be represented at this meeting, if any of the following are true:

1. You are a prime recipient of ARRA grants reportable under Section 1512 of the Act and have received a Notice of Award;
2. You are a SAAS agency who is receiving a sub-award of ARRA funds from another SAAS agency. Examples include, but are not limited to the following:
 - a. Office of State Aid Road Construction receiving funds from the Mississippi Department of Transportation
 - b. Agencies receiving State Fiscal Stabilization Funds from the Office of the Governor (DFA)
 - c. The Department of Finance and Administration receiving competitive funds for energy grants from the Mississippi Development Authority

- d. Any SAAS agency receiving Byrne Grant funds from the Department of Public Safety, Office of Public Safety Planning.

The following information, or as much as you have collected by the meeting date, must be provided in hard copy form **at the meeting** relative to the Section 1512 Reporting due on October 10, 2009:

1. An inventory of all your federal awards, by CFDA number, federal award number, and title, reportable under Section 1512 and including the following additional information:
 1. Who will complete each 1512 report
 2. Who will be the reviewer/approver of each 1512 report
 3. The DUNS number and information associated with each federal award
 4. The CCR information associated with each federal award
2. An inventory of your vendors and their DUNS for each federal award;
3. An inventory of your sub-recipients, their DUNS, their vendors, and their vendors' DUNS for each federal award;
4. An inventory of your sub-sub-recipients, their DUNS, for each federal award;
5. An inventory of other SAAS agencies who are receiving sub-allocations from you, by federal award, and their vendors and sub-recipients for each federal award;
6. Copies of all communications to sub-allocated SAAS agencies, vendors, and sub-recipients (non SAAS entities) regarding what each is required to report, how, and by when;
7. An inventory, by federal award, of all static data elements for the Excel template;
8. A copy of your internal quality assurance plans;
9. A copy of the results from any internal pilots of 1512 reporting that have been completed or the plan for any internal pilots for 1512 reporting that are pending.
10. A written list of your agency's questions that are outstanding on any October 10 issues; and
11. Your 1512 review plans for the period of October 11-October 29, 2009. Note that the White House released notification that data will not be made public until October 30, 2009, for reports from the States.

We realize that you may not have all of this information available to you by the meeting time on September 28, 2009. This meeting is a point-in-time check to see where everyone is and where additional assistance may be needed.

Any additional questions you may have in this matter should be directed to stimulus-info@dfa.state.ms.us.

cc: Amanda Jones, Counsel to Governor Haley Barbour
Mississippi Recovery Act Coordinator